



New Jersey Department of Environmental Protection  
UNCLASSIFIED NOTICE OF VACANCY  
(Contingent upon approval from the Civil Service Commission)  
Posting Number: NHRDPF20-06

( ) DIVISION/PROGRAM      ( ) DEPARTMENT      ( X ) STATEWIDE      ( ) NATIONWIDE

**TITLE:** Director, Division of Parks and Forestry      **SALARY:** (M39) \$101,137.83-\$141,594.31  
**OPENING DATE:** December 8, 2020      **CLOSING DATE:** December 23, 2020  
**EXISTING VACANCIES:** One (1)      **WORKWEEK:** NL (35-Hour) Workweek

**PROGRAM/LOCATION:** DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Natural and Historic Resources  
Division of Parks and Forestry  
Office of the Director  
501 East State Street, 4<sup>th</sup> floor  
Trenton, New Jersey 08625

**SCOPE OF ELIGIBILITY:** Open to candidates who meet the requirements below.

**DESCRIPTION:** Under the direction and supervision of the Commissioner in the Department of Environmental Protection, administers the functions of the Division of Parks and Forestry including development, improvement, protection, management and administration of all state forests, state parks, state recreational areas, state historic sites, and state natural areas and the general public recreational activities associated with those natural resources; does other related work.

**SPECIFIC TO THE POSITION:** The Director of Parks and Forestry is responsible for the executive and administrative supervision and direction of all Division programs, activities and staff, and manages the operations and/or functional programs of all State Parks. The Director exercises policy-level direction over Division programs and keeps the Assistant Commissioner and Senior Staff apprised of current Division activities and developments as appropriate. Sets staffing levels to assign/reassign personnel to meet Division objectives and operational needs.

**REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. **NOTE:** All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**EXPERIENCE:** Seven (7) years of experience in the management of public parks, forests and outdoor recreation facilities, four (4) years of which shall have been in a managerial capacity. **NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**NOTE:** Interviews will be granted based on the cover letter, resume, and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview. Candidate(s) shall not be serving a working test period at the time of the appointment. Please include the posting number in the subject of the e-mail when submitting your credentials.

If you have established Veteran's Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

**SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:**

Amy Burns  
Assistant Commissioner's Office  
Natural and Historic Resources Program  
PO Box 420; Mail Code 501-03  
Trenton, NJ 08625-0420  
E-mail Address: NHRDPF.Resumes@dep.nj.gov

**POSTING AUTHORIZED BY:** Phiroza Stoneback, Manager  
Division of Human Resources

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**Accommodations will be made for qualified applicants or employees with disabilities  
New Jersey Department of Environmental Protection is an Equal Opportunity Employer**